



## CITY OF DUNWOODY

41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346  
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www.dunwoodyga.gov

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# MEMORANDUM

**To:** Mayor and City Council  
**From:** Sharon Lowery, City Clerk  
**Date:** January 11, 2010  
**Subject:** Document Management System (RFP 09-125)

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## ITEM DESCRIPTION

Approve recommendation of the RFP Review Team to Award Contract 09-125 (Document Management System) to Sire Technologies LLP.

## BACKGROUND

The City defined a need to acquire and implement a document management solution in FY 2010 to archive, track and share documents securely to comply with legal regulations for document management. The solution selected would be required to scan, manage, route index and retrieve the City's documents from a central repository, which will improve workflow efficiency and provide for better and faster customer service. Research suggested that organizations typically spend 7-10% of their expenditures on manual document management process.

The implementation of a document management solution would help the City reduce costs associated with staff managing and distributing information manually and ensure that the City is in compliance with the State of Georgia's document storage regulations.

To address this need, the City issued a request for a document management system to provide the City of Dunwoody with a more efficient way to process and manage documents. Thirteen companies submitted proposals. These companies, with pricing, are listed below in alphabetical order:

- |  |  |
|--|--|
| A) Cima Software Cooperation<br>(\$80,390.00), | G) Precision Business Technologies<br>(\$111,48.00), |
| B) DocuVatage (\$98,240.00),                   | H) Raw Data Inc. (\$113,980.00)                      |
| C) Ikon (\$183,216.00),                        | I) Sire Technologies (\$134,492.00)                  |
| D) Informa (\$118,995),                        | J) Smeadsoft (\$126,949.50)                          |
| E) MCCi (74,085.00),                           | K) Stellar Services (\$64,500.00)                    |
| F) Metalogix/Decos (\$99,336.00),              | L) Toshiba (\$77,400.00)                             |
|  | M) Tyler INCODE (\$61,259.00).                       |



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### **EVALUATION**

The RFP Review Team reviewed and evaluated the proposals and initially recommended that the following two proposers be ranked in the order of: 1) Sire Technologies; 2) Tyler INCODE. The proposers were ranked on the criteria as outlined in the Request.

Of the two companies, the RFP Review Team considered Sire Technologies' ability to interface with the City's existing financial system; compatibility with the OSSI module; and overall functionality as a document management and automated agenda workflow system superior to Tyler-INCODE. Furthermore, the proposal of Sire's Technologies indicated a significant understanding of the City's plan to fundamentally reduce paper consumption and ensure consistency in the quality of all City-related records. Sire Technologies outlined approaches to address the immediate needs of the City's records management. Their software package includes a fully functional automated agenda workflow solution with the ability to capture and stream all of the City's official meetings to the web and archive past meetings for future review.

After identifying Sire Technologies as the preferred vendor, the Review Team solicited a Best and Final Offer (BAFO) from Sire Technologies. The BAFO is \$99,253.65 for the core software package and \$11,101 initial year of support and maintenance. The solution as proposed has a core software package that includes the following modules: Sire Agenda Plus for 12 users, Sire Core Server Workflow\OCR\PDF, Sire Electronic Document Management System concurrent license for 10 users, Sire Forms, Sire Capture with auto indexing, and Sire E-mail archiving.

The best and final offer presented a saving of \$17,515.35 from the initial proposal and included on-site back scanning of all of the City's paper documents created from 2009 to current.

### **INITIAL YEAR SUPPORT AND MAINTENANCE**

The obligation for the initial year of support and maintenance shall commence on the date the Document Management System is completely operational, tested, and accepted by the City and shall continue in effect for the 12 month period thereafter or through April 30, 2011, whichever is later.



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### FUNDING

The total funding requirement for fiscal year 2010 is \$110,355.

Purchase of software	\$ 99,254
2010 Annual Maintenance	<u>11,101</u>
Total funding required	<u>\$110,355</u>

Funding is available as follows:

	<u>2009</u>	<u>2010</u>
City Clerk		
Professional Services	\$20,000	\$20,000
Machinery & Equipment	10,000	
<b>Total budgeted funds available</b>		<u>\$50,000</u>
Capital Lease funds available	<u>\$61,000</u>	
<b>Total funding available</b>		<u><u>\$111,000</u></u>

The capital lease funds available are part of the GMA lease, which was approved in January 2009 at a rate of 2.92%. Since one year of the lease has already elapsed, the amount would effectively be financed over four years accumulating interest payments in the aggregate of approximately \$4,500.

The funding that was budgeted in Fiscal Year 2009 is being held in fund balance specifically for that purpose and carried over to Fiscal Year 2010.

### ALTERNATIVES

The Council could choose to reject the recommendation and assign an alternative ranking or could deny all proposals and instruct Staff to release another request for proposals. It is Staff's opinion that releasing another request for proposals would not provide a better selection or pricing. Additionally, Council could also choose to accept Staff's ranking but assign an alternative funding source. Finance believes the GMA master lease is the most economical method to acquire the Document Management System. The annual debt service of 2.92% would create interest expense on our operations budget. Administratively, the GMA lease will be easier to deal with as it is combined with our other obligations into one annual payment. Staff is also exploring an option with Sire Technologies, but suspects it will not be as favorable.

### RECOMMENDED ACTION

Staff respectfully requests that Council approve to: (1) accept Staff's recommendation of ranking; (2) award Purchasing Contract 09-02 (Document Management System) to Sire Technologies, LLP; (3) authorize Staff to negotiate a contract with the highest ranked proposer; (4) authorize Staff to



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provide funding for the purchase; and (5) authorize the City Manager to execute the necessary documents following satisfactory review by Staff and legal counsel.